

HUMAN RESOURCES

Fiscal Year 2013

Human Resources Report:

There were 272 regular full and part time employees of the Town and library in FY 13. During the year, there were 15 new hires, including Director of Human Resources and Human Rights Deborah Radway. 15 staff members departed town employment, including the retirements of 35 year DPW Highway Division Director Ken Isabelle, 31 year Fire Department Administrative Assistant Vera West-Davis, 28 year Library Youth Services Coordinator Sylvia “Sully” Brinkerhoff and 24 year Planning Assistant Sue Krzanowski. At the December Holiday Party, the following employees were recognized for their years of service to the Town:

35 Years

Scott P. Livingstone Police
Kenneth E. Isabelle Public Works

30 Years

Vera West-Davis Fire
David P. Miner Fire
Charles E. Drake Public Works

25 Years

Sonia R. Aldrich Accounting
Linda L. Chalfant Leisure Services
Tina M. Swift Libraries
Ronald A. Young Police
Charles H. Nelson Police
Cynthia A. Cary Treasurer/Collector

20 Years

Michael E. Roy Fire
Seth M. Rothberg Libraries
John C. Boucher Public Works
Stephen T. Call Public Works

15 Years

Kim M. Littmann Accounting
Elizabeth J. Lass Conservation
Joan E. Pyfrom Libraries
Brian Johnson Police
Gabriel Ting Police
Brian C. Daly Police
Mark A. Woynar Public Works

Robert J. Zakaitis Public Works

10 Years

Joshua Cicia Communications

Joy A. Jolie Police

Gregory D. Wise Police

Guilford B. Mooring Public Works

James J. Jordan Public Works

Erik A. Bardwell Public Works

Michael K. Moore Public Works

Paul G. Dethier Public Works

Melissa Ricker-Horton Treasurer/Collector

Hired in July, The Human Resources Director conducted an extensive audit of existing Town Human Resources policies and practices to identify whether they are legal, effective and adequate and to identify additional policies or practices that need to be created, revised, or improved. Findings included a positive and motivated management team, good overall morale, collegial relations with bargaining groups, a valued salary and benefits package, robust and underutilized HRIS capabilities, pockets of exemplary professional development and a genuine desire town wide for HR support. Some challenges include an outdated non-union compensation structure, a desire for more professional development opportunities, old HR policies processes and procedures, more employee recognition and more training. In collaboration with the Town Manager and department heads, the Director developed a multi yearplan for developing a stable and progressive organization of the Human Resources function in Amherst.

The Human Resources Department led a vigorous United Way Campaign which resulted in record employee giving and the Town receiving The Spirit of the Community Award from the Pioneer Valley United Way.

The Town bid farewell to its retiring labor counsel James Connor and welcomed labor counsel for Kopelman & Paige PC to commence negotiations with all bargaining units during FY 13 for successor agreements to those expiring 6/30/13. The Town's Policy Against Sexual Harassment and Unlawful Harassment was updated and reissued to all staff and Town boards and committees. In May, the Town Manager approved a recommendation by the Insurance Advisory Committee to issue a one month health insurance premium holiday and to freeze health insurance premium rates for another fiscal year at current levels. By year's end, 20 members of the managerial and professional staff in 9 departments had completed extensive training programs in leadership and supervisory skills development offered by UMASS and Leadership Pioneer Valley, and a sustained collaboration was created for future Supervisory Leadership Development Programs at UMASS.

Personnel Board Report:

The Personnel Board was active and met eight times during the year, with Flo Stern continuing as Board Chair. The Board heard and acted on requests to initially classify or reclassify 5 positions, including 2 professional positions at the Library, an Assistant Town Manager/

Director of Conservation and Development, an LSSE After School Coordinator and a Senior Planner (previously Associate Planner). The Board reviewed town wide drug and alcohol testing policies, the exit interview process, and the Police Against Sexual Harassment and Unlawful Harassment. The Board supported the Town Manager's recommendation of a 2% cost of living increase for non-union employees and a one month health insurance premium holiday for all eligible employees, and communicated this support at the March 20, 2013 meeting with non-union employees. At its May, 2013 meeting, the Board reviewed and approved a draft Scope of Services for a Request for Proposals to conduct a comprehensive Non-Union benefited personnel Classification and Compensation Study, and looked forward to working with the Town Manager, a professional consultant and non-union staff to complete the study in FY 14.